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Forms Management Program
Central Intelligence Agency
An Analysis of Program Effectiveness

8 March 1956

FY53	Active Forms	858	
	Copies Produced	18,931,115	
	Average Annual Usage per form	22,064	
	Reprint Actions	848	
	Ratio of reprints to total active forms		98%
FY54	Active Forms	1153	
	Copies Produced	20,110,712	
	Average Annual usage per form	17,442	
	Reprint actions	848	
	Ratio of reprints to total active forms		74%
	Per cent of reduction in reprint actions (compared to FY53)		24%
FY55	Active Forms	1613	
	Copies Produced	17,221,896	
	Average Annual usage per form	10,677	
	Reprint actions	514	
	Ratio of reprints to total active forms		32%
	Per cent of reduction in reprint actions (compared to 53)		66%

OUR THESIS - Without a Forms Management Program of the present scope, forms would undoubtedly have continued to be procured at the FY53 average annual usage rate of 22,064 copies. At this rate we would have procured 35,589,232 copies in FY55 rather than the 17,221,896 actually procured, an increase of 18,367,336 copies. Based on an average procurement cost of $2.50 per 1000 copies, $45,907.50 more would have been spent in printing costs alone. The ratio of utilization costs to printing costs are $20 to $1. Thus, utilization costs of the 18,367,336 copies which were not procured would have amounted to $918,150.00. Total savings may thus be set at $964,057.50 for FY55.

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Chief Forms Management
Branch

Distribution:
Div - Reports & Statistics
Div - Forms
FMB - 3

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RECORDS DISPOSITION PROGRAM
STATUS AS OF 31 DEC. 1955
DD/P Area

OFFICE	SCHEDULE PREPARED	VOL.RECORDS COVERED (cu.ft.)	VOL. OF PERMANENT RECORDS (cu.ft.)	VOL. OF TEMPORARY RECORDS (cu.ft.)	VOL. OF LIBRARY MATERIAL (cu.ft.)	VOL. RECORDS RETIRED TO CENTER IN 1955 (cu.ft.)	TOTAL VOL. RECORDS IN CENTER AS OF 31 DEC. 1955 (cu.ft.)
DD/P area	Nov. 1954	21450	8580	12870		339	1678

Inventories and schedules prepared by ARO. Only proposed disposal actions were reviewed by this office.
Amount of temporary and permanent material is an estimate furnished by ARO.

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DOCUMENT SEPARATOR SHEET

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FILED: Reports-5
RETURN TO
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT STAFF
OUTLINE OF PROGRAM FOR PERIOD
January 1, 1956 - June 30, 1956

1. Records Disposition

a. Conduct Records Disposition Survey and Prepare Records Control Schedule, OCR

b. Review and Approve Records Control Schedule, Office of Comptroller

c. Revise Records Control Schedule, Office of Logistics

d. Conduct Records Disposition Survey and Prepare Records Control Schedule, Office of DD/S

e. Conduct Records Disposition Survey and Prepare Records Control Schedule, Executive Registry

f. Complete Records Control Schedule, Management Staff FOIAb3b1

g. Post Audit Records Management Program, [redacted]

h. Post Audit Records Disposition Program, Medical Staff

i. Prepare the following Guides for use of Area Records Officers:
   1. Retiring Records to Records Center
   2. Scheduling Your Records
   3. Evaluating Your Records
   4. Inventorying Your Records

j. Complete Records Disposition Survey, Office of DD/I

k. Complete Records Disposition Survey, OCI

l. Complete Records Disposition Survey, Office of Personnel

m. Complete Records Disposition Survey, Office of Training

n. Conduct Records Disposition Survey and Prepare Records Control Schedule for NEA Division, DD/P

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1. Records Disposition (cont'd)

o. Review and approve Records Control Schedule Office of Communications

p. Post audit all Records Control Schedules

2. Reports Management

a. DD/S Area - Complete the screening of inventories; identify reports which are questionable, and work with Area Records Officers on eliminating or revising these; provide necessary regulations and procedures to install the program.

b. DD/I Area - Complete the screening of inventories; identify reports which are questionable; and work with Area Records Officers on eliminating or revising these; provide necessary regulations and procedures to install the program.

c. Establish control and index of agency-wide reporting requirements; develop necessary regulations, procedures and guides for Area Records Officers.

3. Correspondence Management

a. Complete Dispatch Format and Procedure Project providing for use of revised forms and hectograph masters; prepare regulations and procedures.

b. Complete procedure and regulation for reporting and recording designations or revocations of authority.

c. In conjunction with Office of Training, assist in presenting correspondence management techniques to scheduled training classes.

d. Analyze reading files in RI/DD/P to determine if transmittal memoranda can be eliminated.

e. Develop correspondex of administrative requests and Reports.

4. Vital Materials

a. Develop Vital Materials Deposit Schedules for:
   1. Management Staff
   2. ORR
   3. Office of Comptroller

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4. Vital Materials (cont'd)

4. Medical Staff
5. Office of Security
6. Office of Basic Intelligence
7. Office of Current Intelligence
8. Office of Scientific Intelligence
9. Office of the DD/I
10. Office of Central Reference
11. Office of Training
12. The Cable Secretariat

b. Establish tabulating machine requirements for Vital Materials Repository.

c. Design forms and procedures for requesting materials from Vital Materials vault and for recording charge outs from file.

d. Prepare Handbook and standards for selection and deposit of vital materials.

e. Provide for designation and training of Emergency Records Officers at Repository.

5. Forms Management

a. Develop uniform Clandestine Services Information Report for IAC agencies.

b. Develop standard Inter-Agency Library Loan form for all IAC agencies.

c. Continue the development and application of N.C.R. paper to appropriate agency forms.

d. Develop Handbooks, brochures, regulations and other material for use of Area Records Officers.

e. Provide services for the development of new, revised and reprinted agency forms.

6. File Standards

a. Develop brochure illustrating comparative cost of filing supplies.

b. Establish inventory of agency filing equipment by major agency offices.

c. Complete development of standards for the procurement of all types of filing equipment.

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6.	File Standards (cont'd)	d. Complete evaluation of Desk Tray program and take necessary action.
7.	Record Systems	a. Complete installation of the records system in the Office of Executive Assistant to the Director.
		b. Complete the installation of the records system in the Cable Secretariat for controlling Cables.
		c. Prepare handbook on Mail Control.
		d. Survey Cable logging and receipting requirements throughout the Agency.
		e. Revise courier receipt system.
		f. Participate with Office of Training in presenting subject-numeric filing system to personnel at scheduled training courses.
8.	Records Management Program Development	a. Provide for training of at least two Staff Analysts at the institute on Records Management at the National Archives June 18-28, 1956.
		b. Continue the attendance of staff analysts and Records Officers at monthly Inter-Agency Records Administration Conferences. Conducted by the National Archives and Records Service.
		c. Visit at least two industrial concerns which have an active Vital Materials Program.
		d. Arrange with the Office of Training for presentation of Records Management Program at scheduled training courses, where appropriate.
		e. Encourage Operating Officials to assume more of the responsibilities for their respective records management programs; each major office should see that at least one high grade official devotes full time to records management functions.

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8. Records Management Program Development - (cont'd)

f. Develop criteria for overall measurement of the Agency records management program.

g. Develop plans for "staging area" space for inactive files in new building.

h. Develop staff study for increase in present records center facilities.

i. Develop necessary regulations, handbooks and other instructional material for administration of records management program.

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